

MACOMB COUNTY, MICHIGAN

GENERAL FUND

101

TREASURER

25301

GENERAL COUNTY

3

DEPARTMENT PURPOSE:

To act as custodian of the monies and securities of the County.
Files Uniform Commercial Code documents which pertain to financing of personal property within the County.

DEPARTMENT FUNCTIONS:

The County Treasurer handles disbursements of state land board monies to the local municipalities. All delinquent property taxes and settlements on current tax collections to the treasurers of the townships, cities and villages within Macomb County are handled through the County Treasurer. A Land File Mapping Division of the Treasurers department maintains updated records of every parcel of land within the county limits.

DEPARTMENT POSITION CLASSIFICATIONS	2006 RANGE		AMENDED 2006 BUDGET	2007 BUDGET
Treasurer		\$106,745	1	1
Deputy Treasurer	67,645	84,556	1	1
Investment Officer	65,714	82,142	1	1
Tax Collection Administrator	55,164	68,955	1	1
Tax Service Coordinator	50,623	63,279	1	1
Settlement Officer	44,714	55,892	1	1
Administrative Secretary	37,828	47,285	1	1
Bookkeeper Supv/Settlement Assistant	35,471	44,339	1	1
Draftsperson Technical Writer	35,127	43,908	2	2
Investment Assistant	35,127	43,908	1	1
Supervisor of Records	32,414	40,518	1	1
Senior Secretary	32,818	39,779	1	1
Account Clerk IV	29,885	35,159	9	9
Cashier	29,885	35,159	1	1
Cashier I (1)	29,156	34,301	1	1
Account Clerk III	29,281	33,465	4	4
Computer Maintenance Clerk	28,567	32,648	1	1
Co-op Clerk (4 PT)	8.00	8.61 /hr		
TOTAL			29	29
(1) Position red-circled--filled with Cashier II (\$39,778.85) until vacant.				

MACOMB COUNTY, MICHIGAN

2007 BUDGET SUMMARY

FUND 101 - GENERAL FUND
ORG 25301 - TREASURER

ACCOUNT NAME	FUND 101 2005 ACTUAL	2006 CURRENT BUDGET	ACTUAL YTD 12/29/06	2007 BUDGET ADOPTED
TOTAL PERSONNEL EXPENSES	1,949,704	2,204,569	2,110,019	2,335,103
DATA PROCESSING SUPPLIES	347	1,000	0	1,000
ENGINEERING SUPPLIES	0	800	0	800
OFFICE SUPPLIES	12,585	16,676	11,165	16,676
BOOKS & PUBLICATIONS	1,747	2,000	1,860	2,000
POSTAGE & DELIVERY	29,720	32,500	28,383	32,500
FEES-BANK	243	500	0	500
MEMBERSHIP DUES	1,115	1,150	1,147	1,150
LOCAL TRAVEL	16	200	15	200
TRAVEL EXPENSE	240	250	213	250
CONFERENCE & SEMINAR	0	2,500	0	0
PRINT & BINDING	9,075	13,000	1,190	15,000
ADVERTISING	0	3,000	0	5,000
RECORD COPYING	365	128	0	1,000
VEHICLE OPERATING & REPAIR	2,271	3,500	1,879	3,500
EQUIPMENT REPAIR & MAINT	5,926	6,590	6,439	1,718
EMPLOYEE TRAINING	0	1,000	0	0
MISCELLANEOUS	0	89	0	100
CASH OVER AND SHORT	110	261	260	250
TOTAL OPERATING EXPENSES	63,760	85,144	52,551	81,644
INSURANCE	11,550	12,500	9,434	15,268
TELEPHONE	17,149	18,552	17,005	18,060
EQUIPMENT RENTAL	3,483	4,462	3,346	4,462
MIS-COMPUTER MAINTENANCE	4,193	4,241	3,888	3,480
MIS-DATA CENTER SERVICES	37,684	53,006	45,343	43,620
TOTAL INTERNAL SVCS COSTS	74,059	92,761	79,015	84,890
TOTAL ORGANIZATION	2,087,524	2,382,474	2,241,584	2,501,637

PERFORMANCE MEASUREMENTS

CRITERIA	2004 ACTUAL	2005 ACTUAL	2006 PROJECTED	2007 PROJECTED
TAX RECEIPTS PROCESSED	30,522	30,142	30,500	30,500
DEED CERTIFICATIONS	21,879	24,032	24,000	24,000
NEW CONDO/AMENDMENTS	147	156	150	150
NEW SUBDIVISIONS MAPPED	35	20	30	30